



MERIT PROMOTION JOB OPPORTUNITY

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Announcement Number: 08-616
Position Title: Technology Program Manager
Series and Grade: PG-0340-13
Salary Range: \$82,961 - \$107,854 PA
Promotion Potential: PG-14
Opening Date: 06/24/2008
Closing Date: 07/09/2008
Location of Position: Security and Intelligent Documents
Office of the Director of Programs
Washington, DC
Number of Openings: One
Type of Appointment: Permanent (Career or Career-Conditional)
Work Schedule: Full-Time
Who May Apply: Permanent GPO Employees

MAJOR DUTIES:

The Technology Program Manager is responsible for taking new technology based product concepts such as smart cards and electronically enabled and secure identification credentials from design and development to production and deployment. Defines the goals, objectives, and scope of projects for SID project staff. Ensures SID staff and customers have common perceptions of project deliverables, timeframes, benefits, and purpose. Manages project changes and improvements related to chip, smartcard and security integrated chip technologies. Develops work plans including project schedules and budgets. Manages issues of resource allocation to ensure that GPO resources are set aside to support SID initiatives. Conducts analyses including assessment of business practices, operational costs and processes, and recommends policy and procedural changes that will enhance organizational products and efficiencies. Oversees the implementation of such policies, procedures, business strategies and practices. Implements Total Quality Management, Six Sigma, Kaizen, Lean Manufacturing and other methodologies into the program plan to reduce variability, increase efficiency and improve the product line contribution margin.

NOTE: This position requires the incumbent to obtain and maintain a Top Secret Security Clearance upon entry into the position.

QUALIFICATIONS NEEDED:

Applicants must possess 1 year of specialized experience equivalent to the PG-12 level. Examples of specialized experience includes: coordinating and managing technical projects involving multiple functions and groups, establishing project schedules, and implementing quality control and assurance methodologies. Educational degree(s) or completed courses related to engineering, statistics, or mathematics are a plus!

All qualifications must be met by the closing date of this announcement.

HOW YOU WILL BE EVALUATED:

If you meet the qualifications described above, you will be further evaluated based on your narrative responses to each knowledge, skill, and ability (KSA) listed below. Your narrative responses should explain how your experience, education, training, awards and appraisals demonstrate that you possess each KSA. When describing your KSAs, please be sure to explain how often you used the skills, the complexity of the knowledge you possessed, and give examples of problems handled and results achieved. Please limit your narrative response statements to one page per KSA.

You must submit separate narrative response statements for each KSA with your application package.

Knowledge, Skills, and Abilities (KSAs) required for this position:

1. Expert skill in implementing management principles, methods, and practices in the area of organizational planning, scheduling, and coordination to lead projects in a complex, technical, deadline-driven environment.
2. Demonstrated skill in identifying and overseeing the resolution of problems related to defense or consumer electronics issues such as electronic chip, smartcard and security integrated chip technology performance (e.g., interoperability, speed, memory, and encryption).
3. Demonstrated success in leading efforts to implement supply chain systems, current manufacturing, and/or process improvement methodologies such as Six Sigma, MRP, Kanban, and Lean Manufacturing to reduce variability, increase efficiency and improve productivity in an industrial or technology manufacturing environment.
4. Demonstrated skill in effectively communicating, orally and in writing, with industry peers, vendors, and technical staff to optimize the use of resources and meet demanding schedules.

HOW TO APPLY:

There is certain information that we must have to determine if you meet the legal requirements for Federal employment and to evaluate your qualifications for this specific position. If your application package does not provide all the information requested, you will lose consideration for the job.

STEP 1: Complete a resume or an Optional Form 612 “Optional Application for Federal Employment” (OF-612). The OF-612 is available electronically at http://www.opm.gov/forms/pdf_fill/of612.pdf. If you submit a resume, make sure it contains all the pertinent data requested in the OF-612, including your social security number. To assist you in sending in a complete resume, use our checklist at http://www.gpo.gov/careers/pdfs/Resume_Checklist.pdf.

STEP 2: Attach a copy of your most recent Standard Form (SF)-50 and performance appraisal as proof of status or reinstatement eligibility. GPO Employees may obtain a copy of their SF-50 and Performance Appraisal from the Employee Services Center (ESC) in Room C-106. Time in grade requirements must be met by the closing date of this announcement.

STEP 3: Prepare separate narrative responses to each of the KSAs listed in this announcement.

STEP 4: Assemble your application package and hand-deliver, e-mail, fax, or mail your application to GPO using the information below.

Your complete application package must be received at the address below by 12:00 midnight on the closing date of the announcement. Due to delays in processing mail, you are encouraged to hand-deliver, e-mail, or fax your application package.

Send your complete Application Package to:

Application Processing, STP: HCD
U.S. Government Printing Office
732 N. Capitol Street, NW
Washington, DC 20401
FAX: (202) 512-1292
Email: applicationprocessing@gpo.gov (Please include announcement number in subject line and attach documents in Word or PDF format).

For Additional Information:

HC Consulting Services
NiCole B. Powell
Phone: (202) 512-0096
TDD: (202) 512-1519

To confirm receipt of your application, call: 202-512-1117.

Applicants are responsible for verifying their application has been received in its entirety, regardless of the submission method. Applicants will receive written notification of their application status following an initial review of the application by Human Capital and when a final selection has been made.

GPO provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify GPO.

GPO is an equal employment opportunity employer.